

ASSISTANT TO THE TOWN MANAGER

Job Description

Department: Administration

Class No. 2030

GENERAL DESCRIPTION OF THE CLASSIFICATION

This position is a member of the executive management team responsible for providing operational support to the Town Manager. Under the general direction of the Town Manager, this position performs a variety of administrative projects.

EXAMPLES OF WORK PERFORMED

Produces Town special events and processes special event applications.

Implements and oversees the Town's branding, marketing, and business development programs. Administers the neighborhood grant program.

Serves as liaison to the business community for marketing and economic development matters.

Researches grant opportunities, prepares grant applications, fulfills grant reporting requirements.

Demonstrates innovation, critical thinking and creativity in developing approaches and solutions to Town needs.

Promotes, encourages and leads collaboratively in seeking new ways to share resources, ideas and best practices in order to optimize service delivery.

Coordinates with department directors or other appropriate parties to respond to citizen inquiries.

Manages a wide-variety of special projects assigned by the Town Manager or Assistant Town Manager.

Conducts complex and/or sensitive administrative, operational, and management analyses, studies, and research projects.

Responds to and prepares correspondence; performs necessary follow up and communicates with management on sensitive and confidential issues.

Carries out procurement duties, including researching vendors, soliciting bids, preparing RFPs and managing contracts.

Prepares agenda items and attends Town Commission meetings and community meeting when appropriate.

Prepares and makes public presentations.

May supervise other employees and prepare performance evaluations.

Represents the Town with other governmental agencies in assigned areas.

Performs other duties and functions as assigned.

PERFORMANCE STANDARD

The employee is expected to show initiative, be highly efficient, and work effectively with others to meet the needs of the community and the organization through work behaviors demonstrating the Town's Values. The employee is expected to lead by example and demonstrate the highest level of ethics.

TRAINING AND EXPERIENCE

Possess Bachelor's degree in Business Administration, Public Administration or related field; Master's degree preferred.

A minimum of five (5) years previous experience in marketing, administration, or management positions. Experience working for a government entity is preferred. Or any equivalent combination of training, and experience which provides the requisite knowledge, skills, and abilities for this position.

Must possess or be able to obtain a Florida driver's license.

KNOWLEDGE, ABILITIES AND SKILLS

Initiative with excellent and interpersonal skills, both in a one-on-one setting or in groups.

Advanced planning and organizing skills.

The ability to work effectively with a team of people, including coworkers, superiors, volunteers, and local businesspeople.

The ability to lead a team effectively to set and accomplish their desired goals.

Knowledge and application of modern procurement practices, including documentation of following procurement regulations in making purchases.

Knowledge of effective marketing techniques and avenues, including the use of social media to promote the Town and events.

Skill and creativity in planning and executing special events and in measuring the success of events.

Recognition of good graphic design and ability to communicate desired graphic design results.

Knowledge of how to conduct research into topics in which one has little or no expertise.

Management of Personnel — Knowledge of leadership techniques, principles and procedures to assign work, schedule, supervise, train and evaluate the work of assigned staff.

ASSISTANT TO THE TOWN MANAGER - continued

Moderate to advanced proficiency in the use of desktop computer and Microsoft Office software.

Ability to prepare written reports, correspondence, etc. with proper format, punctuation, spelling and grammar.

Ability to communicate effectively, both orally and in writing.

The ability to exercise judgment, decisiveness and creativity in critical and/or unexpected situations.

PHYSICAL, SENSORY & ENVIRONMENTAL DEMANDS

The physical demands and work environment for this position are those of a typical office except when the employee is in the field managing projects, special events or marketing events. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Grade: 122 Resolution 2015-32

Approved:

Constance Hoffmann, Town Manager

Date: February 10, 2016